

ANNUAL REPORT INSTRUCTIONS
**** REQUIRED INFORMATION OR CORRECTIONS TO COMPUTER ENTRIES MUST**
BE TYPED OR PRINTED IN BLACK OR BLUE INK **
ANY INCOMPLETE OR ILLEGIBLE REPORT WILL BE RETURNED

This form is to be used for filing annual reports under the TN Revised LLC Act and the TN LLC Act. The **TN Revised LLC Act** applies to most LLCs formed or qualified after January 1, 2006, to domestic LLCs formed prior to that date that have elected to be governed by the Act, and to foreign LLCs qualified prior to that date upon the due date of the 1st annual report required to be filed on or after January 1, 2006. The **TN LLC Act** applies to all other LLCs.

ANNUAL REPORT FILING FEE DUE: \$50 PER MEMBER, with a minimum fee of \$300 and a maximum of \$3,000. There is an additional fee of \$20 if any changes are made in block #6 to the registered agent/office.

Please make checks or money orders payable to the Tennessee Secretary of State. Please return this form to: TN Secretary of State, Attn: Annual Report, 312 Eighth Ave N, 6th Floor, William R. Snodgrass Tower, Nashville, TN. 37243.

The annual report is due on or before the first day of the fourth month following the company's fiscal year closing month of record.

INFORMATION IN THIS REPORT SHOULD BE CURRENT AS OF THE DATE THE ANNUAL REPORT IS EXECUTED ON BEHALF OF THE COMPANY. When filling out this report, please also follow these instructions:

- 1) This block lists your Secretary of State control number. If blank or incorrect, please enter the correct number. (If you do not know your control number, please call (615) 741-2286).
- 2) A. The name that appears in #2A is the name of your company as currently recorded in our office. A name can only be changed by filing an amendment to the articles of organization/certificate of authority.
B. If this block is blank or incorrect, please enter the correct state or country of formation.
C. Please insert any additions or changes in the mailing address, including zip code. This address will be used for mailing purposes only, including future annual reports.
- 3) A. The address that appears in #3A is the principal office address that is currently on file in our office. If this address has changed, please indicate the change in #3B.
B. Please insert any changes in the principal office address. The principal office address must be a complete street address including zip code (a P.O. Box, route # alone or box alone is not acceptable).
- 4) Please identify whether the LLC is board or member managed (for LLCs governed by the TN LLC Act) or director, manager, or member managed (for LLCs governed by the TN Revised LLC Act). Also insert the names and business addresses, including zip codes, of the governors (if board managed), directors (if director managed), or managers (if manager managed), or their equivalent.
- 5) Please insert the names and business addresses, including zip codes, of the LLC managers (for LLCs governed by the TN LLC Act) or any officers (for LLCs governed by the TN Revised LLC Act), or their equivalent.
- 6) A. The name that appears in #6A is the name of the registered agent that is currently on file in our office. If you wish to change the registered agent, indicate the change in #6C(i).
B. The address of the registered office that appears in #6B is the address that is currently on file in our office. If you wish to change this address, indicate the change in #6C(ii). This address must be a complete street address in Tennessee, including the zip code and county.
C(i). Please insert any changes in the name of the registered agent.
C(ii). Please insert any changes in the registered address. This must be a complete Tennessee address, including zip code (a P.O. Box, route # alone or box # alone is not acceptable).

PLEASE NOTE: ALL LIMITED LIABILITY COMPANIES ARE REQUIRED TO CONTINUOUSLY MAINTAIN IN THIS STATE A REGISTERED AGENT AND REGISTERED OFFICE.

- 7) Please identify the number of members on the date the annual report is executed if there are more than six (6) members.

If appropriate, please check the box indicating the company is prohibited by its articles of organization from doing business in Tennessee.
NOTE: THE ANNUAL REPORT FILING FEE FOR SUCH A COMPANY IS \$300 REGARDLESS OF THE NUMBER OF MEMBERS IN EXISTENCE ON THE DATE OF FILING.

- 8) Please have an authorized officer sign the report.
- 9) Please insert the date the report is signed.
- 10) Please type or print the name of the person signing the report.
- 11) Please insert the title of the person signing the report.

If you need additional information or if we can assist you with this filing, contact this office at (615) 741-2286.

FAILURE TO FILE THE REPORT BY THE DUE DATE MAY RESULT IN ADMINISTRATIVE DISSOLUTION/REVOCAION OF THE COMPANY'S ARTICLES OF ORGANIZATION/CERTIFICATE OF AUTHORITY.